


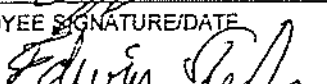


National
Aeronautics and
Space
Administration

NASA HQ Employee Performance Communication System (EPCS) Non-Supervisory

EMPLOYEE INFORMATION

EMPLOYEE'S NAME (Last, First, Middle)	ORG. CODE	APPRAISAL PERIOD
Sheffner, Edwin J.	YO	FROM: 10/01/2002 TO: 09/30/2003
TITLE/SERIES/GRADE		SUPERVISORY
Program Manager, Earth Science Applications/1301/GS-15		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

PLANNING DISCUSSION	MID-TERM DISCUSSION
SUPERVISOR SIGNATURE/DATE  9/11/02	SUPERVISOR SIGNATURE/DATE
EMPLOYEE SIGNATURE/DATE  9/11/02	EMPLOYEE SIGNATURE/DATE

SECTION I: PERFORMANCE ELEMENTS

All elements are critical elements. Indicate level of performance by checking one of the element rating levels; any element rated "Fails to Meet Expectations" will result in an overall rating of "Fails to Meet Expectation." "Not Rated" may be selected only if the employee did not have sufficient opportunity to perform the element for reasons beyond his or her control.

		RATING LEVELS		
Strategic Plan	At least one element must be linked to the NASA Strategic Plan, or the organization's operating plan or goals. Check blocks at left to indicate those that relate to the "Strategic Plan."	Meets Expectations	Fails to Meet Expectations	Not Rated
<input checked="" type="checkbox"/>	Plan and monitor implementation of three national application areas for the Applications Division - carbon management, invasive species management and agricultural competitiveness. Work with the NASA centers to manage grants and cooperative agreements related to specific application areas and solutions that address multiple areas.			
<input checked="" type="checkbox"/>	Contribute to the Climate Change Research Initiative (CCRI) by representing ESE/YO on Climate Change Technology Integration (CCTI) element. Provide input to the CCTI as required and serve as liaison between the CCTI and YO.			
<input checked="" type="checkbox"/>	Serve as the lead YO staff person on the Research, Education and Applications Solutions Network (REASoN) Cooperative Agreement Notice (CAN). Work with Codes YS and YB on implementation of the CAN and evaluation of the proposals. Conduct the CAN pre-proposal conference. Serve on the CAN management team.			
<input checked="" type="checkbox"/>	Serve on the NASA/USDA working group for development of joint applications. Provide inputs to the working group on plans for a national workshop to define and describe the areas of mutual interest between NASA and USDA (CSREES, ARS, ERS, NASS).			
<input checked="" type="checkbox"/>	Assist other YO program managers to develop national applications, in line with NASA/ESE capabilities and objectives, with US Forest Service, FEMA and EPA.			
<input checked="" type="checkbox"/>	Other duties as required: 1) Monitor development of SLT/BAA projects and relevant Carbon Cycle NRA projects 2) Complete development and implement distribution mechanism for Landsat 2000 data set. 3) Serve as YO POC for NSGIC, NACO, WGA and other national and regional organizations.			

TRAINING AND DEVELOPMENT

Identify individual needs to accomplish organizational goals, develop competencies and advance career management. Formal Individual Development Plan (IDP) may be prepared.

ACTIVITY/TRAINING	ESTIMATED TIME FRAME FOR COMPLETION
Management Education Program	3/17/03-3/27/03
Managing the Influence Process	1/27/03-2/6/03
Global Leadership Program	TBD

EMPLOYEE'S NAME Sheffner, Edwin J.

FROM: 10/01/2002 TO: 09/30/2003

SECTION II: GENERAL APPROACH TO WORK

Supervisors should be rated on all elements relative to their supervisory responsibilities and the organization's overall performance standards for the job elements listed, no additional standards need to be written. However, you must indicate by number(s) and/or letter(s) which item(s) are appropriate. Supervisors should consider and provide feedback to the employee relative to the employee's demonstration of the item(s) listed below in the overall performance of his or her duties.

FOR ALL POSITIONS

SUPERVISORY POSITIONS ONLY

1. Quality of Work

Produces work that is complete and complies with established policies and procedures.

A. Human Resources Management

Develops, rewards, motivates, and maintains a highly skilled, effective and diverse workforce.

2. Timeliness

Produces work within required time frames.

B. Program/Project Management

Develops and implements program/project plans that are realistic and responsive to organizational needs. Meets organizational objectives on time and within budget allocations.

3. Customer Service

Produces professional responsive service to internal and external customers.

C. Continual Improvement

Continues to improve organizational processes through innovation resulting in more effective ways of doing work.

4. Communication

Communicates job information effectively, orally and in writing.

D. Financial Responsibility

Makes prudent, effective, and accountable use of the organization's financial resources.

5. Team Work

Cooperates with and assists co-workers. Treats others with respect and works cooperatively to find solutions to problems.

E. Information Dissemination

Clearly provides organizational goals, tasks, performance expectations, and constructive feedback to staff.

6. Problem Solving

Anticipates and resolves normal problems. Develops, evaluates, and advocates alternatives.

NARRATIVE SUMMARY OF PERFORMANCE

SUMMARIZE THE EMPLOYEE'S SIGNIFICANT ACHIEVEMENTS AND RESULTS FOR THE RATING PERIOD

FINAL RATING (Check one)

☐ MEETS EXPECTATIONS ☐ FAILS TO MEET EXPECTATIONS

RATING OFFICIAL SIGNATURE/DATE

REVIEWING OFFICIAL SIGNATURE/DATE*
(*Required for "Fails to Meet Expectations")

EMPLOYEE ACKNOWLEDGMENT

My signature on this form does not imply agreement or disagreement with the rating received.
I may request reconsideration of the final rating within 15 calendar days.

☐ I REQUEST RECONSIDERATION

EMPLOYEE SIGNATURE/DATE